



City of Lewiston is seeking a City Administrator

## ANNOUNCEMENT

**Job Purpose Summary:** Under the administrative direction of the City Council, the City Administrator shall be responsible for the administrative operations of the City of Lewiston and carries out the policies as set forth by the City Council.

**Salary Range:** \$81,000 - \$105,000

**Minimum Qualifications:** Bachelor's degree in public administration, or other business field, or four (4) years relative experience to substitute. Three (3) years' experience supervising and coordinating employees. Two years' experience in municipal administration or related field. Finance experience and accounting skills, written communication skills, verbal communication, public speaking, and public relations skills, and computer skills including Microsoft word and Excel.

**Preferred Qualifications:** Master's degree in public administration or business administration. Internationally Certified Municipal Clerk. Experience in the area of marketing or real estate, municipal planning or community and economic development. Organizational skills, familiarity with laws governing municipalities, and a notary public.

### APPLICATION PROCEDURE

To be considered for this position, an applicant's file must be completed and received by October 25, 2024 and must contain:

1. Cover Letter
2. Résumé
3. Formal Application

### SELECTION TIMELINE

Application deadline: 10/25/2024

Finalists selected: 10/28/2024

Interviews: TBA

Candidate selected: TBA

### POSITION PROFILE

View the full position profile, job description, and benefits package at [mncsc.org/ccoga/jobs](https://mncsc.org/ccoga/jobs) or [lewistonmn.gov](https://lewistonmn.gov)

### SEND APPLICATION MATERIALS TO

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Confidentiality will be maintained unless applicant is named as a finalist. References will not be contacted until mutual interest is established.